



City of Seattle

Gregory J. Nickels, Mayor

Human Services Department

Alan Painter, Director

May 18, 2009

Ann Marie Oliva, Director
Office of Special Needs Assistance Programs
U.S. Department of Housing and Urban Development
Robert C. Weaver Building
451 Seventh Street, SW, Room 7262
Washington, D.C. 20410

Attn: Homeless Prevention & Rapid Re-Housing Program

Dear Ms. Oliva:

The City of Seattle is pleased to submit an application for funding under the Homelessness Prevention and Rapid Re-Housing Program (HPRP). As requested, the attached application includes a completed and signed Standard Form 4242 (SF-424), a completed and signed substantial amendment using form HUD-40119; and signed copies of the required certifications.

These documents will be published online and made available in printed format for public distribution. A copy of the application is also being sent to the Seattle HUD Field Office.

The HPRP funding activities proposed in the Substantial Amendment are consistent with the City of Seattle's Consolidated Plan and the key strategies of our regional Ten-Year Plan to End Homelessness. In planning for the HPRP funding, the City of Seattle is working collaboratively with Continuum of Care agencies within Seattle, local and state government agencies, and private foundations to respond to the needs of persons who are homeless or at imminent risk of becoming homeless.

If you have any questions about this application, please contact me (206) 615-1717 or Michael.Look@seattle.gov.

Sincerely,

Michael Look, CDBG Administrator
Seattle Human Services Department

cc: Jack Peters, HUD CPD Seattle
Maggie Morris, HUD CPD Seattle
Judy Summerfield, Seattle HSD



City of Seattle

Gregory J. Nickels, Mayor

Human Services Department

Alan Painter, Director

May 18, 2009

Maggie Morris
Director of Community Planning and Development
U. S. Department of Housing and Urban Development
909 First Avenue
Suite 200
Seattle, Washington 98104-1000

Attn: Homeless Prevention & Rapid Re-Housing Program

Dear Ms. Morris:

The City of Seattle is pleased to submit an application for funding under the Homelessness Prevention and Rapid Re-Housing Program (HPRP). As requested, the attached application includes a completed and signed Standard Form 4242 (SF-424), a completed and signed substantial amendment using form HUD-40119; and signed copies of the required certifications.

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Michael Look, CDBG Administrator
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cc: Jack Peters, HUD CPD Seattle
Judy Summerfield, Seattle HSD

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

A. General Information

| | |
|--|---|
| Grantee Name | The City of Seattle |
| Name of Entity or Department Administering Funds | Human Services Department |
| HPRP Contact Person (person to answer questions about this amendment and HPRP) | Michael Look |
| Title | CDBG Administrator |
| Address Line 1 | 700 Fifth Avenue, Suite 5800 (office address) |
| Address Line 2 | P.O. Box 34215 (mailing address) |
| City, State, Zip Code | Seattle, WA 98124-4215 |
| Telephone | (206) 615-1717 |
| Fax | (206) 621-5003 |
| Email Address | michael.look@seattle.gov |
| Authorized Official (if different from Contact Person) | Alan Painter |
| Title | Director, Human Services Department |
| Address Line 1 | 700 Fifth Avenue, Suite 5800 |
| Address Line 2 | P.O. Box 34215 |
| City, State, Zip Code | Seattle, WA 98124-4215 |
| Telephone | (206) 684-0146 |
| Fax | (206) 233-5119 |
| Email Address | alan.painter@seattle.gov |
| Web Address where this Form is Posted | http://seattle.gov/humanservices/ |

| | |
|---|---------------------|
| Amount Grantee is Eligible to Receive* | \$ 4,993,052 |
| Amount Grantee is Requesting | \$ 4,993,052 |

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

The City of Seattle has developed a detailed Citizen Participation Plan that contains the City's policies and procedures for public involvement in the Consolidated Plan process, including any substantial amendments, as required by the U.S. Department of Housing and Urban Development (HUD). The proposed substantial amendment for Homelessness Prevention and Rapid Re-Housing Program (HPRP) funding has followed the Citizen Participation Plan requirements outlined in the City of Seattle's 2009-2012 Consolidated Plan, approved by Seattle's Mayor and City Council in November 2008.

Consistent with this Citizen Participation Plan, the City has provided community members with a reasonable opportunity to comment on the substantial amendment. The process for participation and public comment included public notice announced in the *Daily Journal of Commerce* and notices posted online at the Human Services Department and the Seattle Recovery website (www.recovery.seattle.gov).

The public comment period for this substantial amendment was reduced to at least twelve (12) days, as allowed by HUD for the HPRP program. The public comment period concluded with a public hearing held by the Seattle City Council on May 6, 2009.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- ☐ Grantee did not receive public comments.
- ☒ Grantee received and accepted all public comments.
- ☐ Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response:

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Comments from May 6, 2009 Public Hearing on the Substantial Amendment for HPRP funding Seattle City Council Housing & Economic Development Committee

- Sharon Lee, Director of the Low Income Housing Institute, recommended that the stimulus funds be used to assist low-income residents in exiting affordable housing properties that are having trouble paying rent. Funds would help residents avoid loss of housing. Many residents are experiencing difficulty paying rents and may need assistance to remain stable in low-income housing.

In addition, Ms. Lee encouraged the City to provide funding for hygiene services for homeless individuals provided by programs like The Urban Rest Stop.

HSD responded that Seattle's HPRP allocation plan includes funds for homelessness prevention that could assist households residing in affordable housing projects who meet eligibility requirements.

Funding of hygiene centers is not an eligible activity allowed by the HPRP.

- There were no other comments specific to the proposed Substantial Amendment received at the Public Hearing.

Comments Received by Human Service Department Staff on May 6, 2009

- A representative from the Housing Justice Project of the King County Bar Association inquired about the percentage of HPRP funds that would be used for legal assistance to households who are at risk of eviction.

HSD will issue a Notice of Funding Availability and solicit Request for Investments (RFI) with HPRP funding to prevent households from becoming homeless. Funding amounts available for specific services will be identified in the RFI.

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

☒ Competitive Process

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

☐ Formula Allocation

☒ Other (Specify: Limited funding allocations for existing eviction prevention service providers in 2009, for sole source procurement for information and referral services are proposed, and for unique opportunities that capitalize on leveraged funding resources to promote rapid rehousing and prevention. See narrative below.)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response:

Competitive Process: Seattle will primarily allocate HPRP funds through Request for Investment (RFI) processes. RFI processes will be open and competitive, consistent with City policies and procedures, including public notice of available funds and posting of materials at the Seattle Human Services Department (HSD) website (www.seattle.gov/humanservices).

Current Providers: In order to expedite use of HPRP funds and to provide immediate assistance to households at-risk of homelessness, the City of Seattle proposes to allocate up to \$200,000 to agencies already under contract with HSD to provide eviction prevention and housing stabilization services. These service providers were selected in a competitive RFI process in 2007. Agencies that can demonstrate capacity to utilize these additional resources consistent with HPRP guidelines and with HSD requirements may receive a formula based allocation to provide services from September 1, 2009 to December 31, 2009.

Funding allocations for homelessness prevention services for 2010-2012 will be through a competitive RFI process.

Sole Source: Seattle's HPRP program includes a centralized information line and specialized services for benefit referrals uniquely provided by single agencies. This component warrants sole source allocation processes. HSD follows Seattle Department of Executive Administration policies and procedures for sole source allocations.

Unique Opportunity to Leverage HPRP Resources: In addition, the HSD Director will direct funding allocations to particular subgrantees for unique, specific program activities where opportunities exist to leverage resources, expedite the effective use of time-limited HPRP funding, and quickly respond to immediate needs of homeless households.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

Response:

The Seattle Human Services Department (HSD) will allocate and award HPRP funds to subgrantees by September 30, 2009. As described above, HSD plans to allocate funds through a combination of competitive Request for Investment (RFI) processes and through limited special funding allocations, consistent with City procurement policies and procedures.

HSD has well-established procedures that ensure open access and competitive funding allocation processes. The City defines the investment results for specific HPRP strategies and requests proposals from eligible agencies. Requests for funding are reviewed for eligibility and rated based on criteria specified in the RFI. The Director of the Human Services Department will receive recommendations from the RFI review process and make funding decisions for projects and services. HSD has protocols for any appeals from applicants on funding decisions.

HSD is planning RFI processes to begin by Summer 2009 with funding allocations scheduled to meet the prescribed HUD timeframes. The RFI processes will begin in advance of HUD's anticipated signing of the grant agreement, with funding allocations subject to HUD's approval of the grant agreement.

The HSD Homelessness Intervention and Block Grant Administration Division will manage HPRP funding contracts with agencies. Planning and contract specialists within this division are working with the department's grants management, finance and HMIS staff to prepare appropriate service agreements, contract documents and reporting systems to specifically respond to HPRP requirements.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response:

The Homelessness Intervention and Block Grant Administration Division of Seattle Human Services Department (HSD) is responsible for overseeing and monitoring administrative and program activities for all Seattle HPRP funds. HSD successfully and effectively manages millions of dollars from federal and local funding sources each year. HSD allocates and monitors funding from the HUD Community Development Block Grant, Emergency Shelter Grant, HOME, and Housing Opportunity for Persons with AIDS

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

programs totaling \$21 million each year. An additional \$10 million annually from the McKinney-Vento Continuum of Care program is administered and monitored by HSD staff.

HSD's procurement, contracting, financial and accounting policies, procedures and systems are well established. The department is experienced using HUD's Integrated Disbursement and Information System (IDIS) and provides information through *Safe Harbors*, our local Homeless Management Information System (HMIS).

In preparation for the HPRP grant award, City staff has developed program plans, participated in local and national discussions and reviewed HUD program guidelines and reporting requirements. HSD's allocation processes will effectively target and utilize funding, consistent with HUD policy, local priorities and needs. HSD Senior Contract Specialists who have experience managing federally funded HUD programs will monitor all HPRP funding contracts with subgrantees. Staff resources will support efficient HPRP administration, data management, and support to subgrantees with program implementation, quality data collection, reporting and evaluation.

In addition, a City interdepartmental team with representatives from the Mayor's Office of Policy and Management, the Department of Finance, the Office of Housing, and the Human Services Department has been created and meets regularly to track program development, implementation, performance results, and reporting for HPRP funds. The City of Seattle will report to HUD on the HPRP funding, activities and performance. The City will also post progress and performance reports on the City of Seattle's website devoted to Reinvestment and Recovery Act programs and funding (www.recovery.seattle.gov).

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response:

The City of Seattle Office of Policy and Management (OPM) has created a number of Recovery Act teams bringing together staff across City departments to collaborate and coordinate program planning efforts and to

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

leverage and maximize resources and services available through federal stimulus program investments. The Human Services Recovery Act team includes lead staff from the Human Services Department and Office of Housing responsible for HPRP planning and implementation.

Potential collaboration with other agencies receiving ARRA funds through federal agencies:

- City staff is collaborating with other local HPRP grantees, including King County and suburban jurisdictions, on program design and leveraging of resources from local public and private funders to support prevention and rapid re-housing initiatives.
 - HSD is exploring ways to link HPRP programs with Department of Labor funding available for Workforce Investment Act (WIA) employment and training programs. The Seattle/King County Workforce Development Council manages local funds.
 - The City participates on the local FEMA Advisory Board responsible for shelter and food funding. HPRP funding will be coordinated with these resources, as appropriate.
 - HPRP funding may be linked with Department of Justice/Office of Violence Against Women funding, if awarded under a competitive process to agencies in Seattle/King County. A proposed employment/training and support services project for women transitioning from homelessness into stable housing is being developed with assistance through HPRP.
2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response:

The City of Seattle works collaboratively with King County and in partnership with more than 60 community-based organizations to support the Continuum of Care programs and services in Seattle and King County. Regional Ten-Year Plan to End Homelessness strategies guide the Continuum of Care funding allocations. These principles and strategies are also the foundation for all proposed HPRP activities.

In 2008, Continuum of Care agencies successfully leveraged a total of more than \$50 million in a variety of services that are integral to programs assisting homeless individuals and families. These resources include

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

mental health and substance abuse counseling, medical and dental care, reduced fare Metro bus tickets and reduced cost or free meal programs. Leveraged resources also include one-time construction costs for new projects and the value of new buildings. The contributions represent local government dollars, state and federal resources, as well as private investment and donations.

The City of Seattle is a founding member of the Committee to End Homelessness/King County (CEH), the oversight and planning body responsible for implementation of the regional Ten-Year Plan to End Homelessness. The CEH Governing Board, Interagency Council and Funders Group ensure effective resource coordination of federal, local and philanthropic investments consistent with goals and objectives of the Ten-Year Plan. The City of Seattle has representatives participating on all of these working and advisory CEH groups.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response:

Ending Homelessness is one of the overarching goals of the City of Seattle's Consolidated Plan: "The City of Seattle and its partners are committed to ending homelessness. Through its grants and contracts with community-based organizations, the City invests in services to prevent homelessness and to help homeless people access and retain permanent, affordable housing."

The HPRP proposed allocations are consistent with the primary strategies outlined in the Consolidated Plan and the regional Ten-Year Plan to End Homelessness.

The five primary strategies are:

- Prevent people from becoming homeless;
- Build or acquire more affordable housing and move people rapidly from homelessness to housing with integrated services;
- Increase the efficiency of the existing system that serves homeless people;
- Build and sustain the public and political will to end homelessness;
- Measure and report outcomes.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

| HPRP Estimated Budget Summary | | | |
|---|------------------------------------|-----------------------------|----------------------------------|
| | Homelessness Prevention | Rapid Re-housing | Total Amount Budgeted |
| Financial Assistance ¹ | \$ 2,770,000 | \$ 955,000 | \$ 3,725,000 |
| Housing Relocation and Stabilization Services ² | \$ 431,000 | \$ 530,000 | \$ 961,000 |
| Subtotal (add previous two rows) | \$ 3,201,000 | \$ 1,485,000 | \$ 4,686,000 |

| | |
|---|---------------------|
| Data Collection and Evaluation ³ | \$ 57,400 |
| Administration (up to 5% of allocation) | \$ 249,652 |
| Total HPRP Amount Budgeted⁴ | \$ 4,993,052 |

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official

Date

Director, Human Services Department
Title

GENERAL CERTIFICATIONS FOR STATE OR LOCAL GOVERNMENT FOR THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the state, territory, or local government certifies that:

Affirmatively Further Fair Housing -- The state, territory, or local government will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction or state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Drug-Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the state, territory, or local government's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Local Government, State, or Territory -- The submission of the consolidated plan is authorized under state law and local law (as applicable) and the jurisdiction or state possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan -- The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The Grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Homelessness Prevention and Rapid Re-Housing Program (HPRP) Certifications

The HPRP Grantee certifies that:

Consolidated Plan – It is following a current HUD-approved Consolidated Plan or CHAS.

Consistency with Plan – The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Confidentiality – It will develop and implement procedures to ensure:

- (1) The confidentiality of records pertaining to any individual provided with assistance; and
- (2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Discharge Policy – A certification that the State or jurisdiction has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS – It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.

Signature/Authorized Official

Date

Title

Application for Federal Assistance SF-424

Version 02

*1. Type of Submission:

☐ Preapplication☒ Application☐ Changed/Corrected Application

*2. Type of Application

☒ New☐ Continuation☐ Revision

* If Revision, select appropriate letter(s)

*Other (Specify)

3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

*5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: City of Seattle - Human Services Department

*b. Employer/Taxpayer Identification Number (EIN/TIN):

916001275

*c. Organizational DUNS:

#61269525

d. Address:*Street 1: 700 5th AvenueStreet 2: POB 34215*City: SeattleCounty: King*State: WA

Province: _____

*Country: USA*Zip / Postal Code 98124-4215**e. Organizational Unit:**

Department Name:

Human Services Department

Division Name:

Homelessness Intervention & Block Grant Admin

f. Name and contact information of person to be contacted on matters involving this application:Prefix: Mr.*First Name: Michael

Middle Name: _____

*Last Name: Look

Suffix: _____

Title: CDBG Administrator

Organizational Affiliation:

*Telephone Number: 206.615.1717

Fax Number: 206.621.5003

*Email: michael.look@seattle.gov

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***9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

10 Name of Federal Agency:*U.S. Department of Housing and Urban Development****11. Catalog of Federal Domestic Assistance Number:**

14.257

CFDA Title:

Homelessness Prevention and Rapid Re-housing Program (HPRP)

***12 Funding Opportunity Number:**

*Title:

Title XII of Division A of the American Recovery and Reinvestment Act of 2009

("Recovery Act"), referred to in this Notice as the "Homelessness Prevention and Rapid Re-Housing Program (HPRP)."

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):**City of Seattle and nearby municipalities*****15. Descriptive Title of Applicant's Project:**

Application for Homeless Prevention and Rapid Re-housing funds under the American Recovery and Reinvestment Act.

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16. Congressional Districts Of:

*a. Applicant: 1, 7, 9

*b. Program/Project: 1, 7, 9

17. Proposed Project:

*a. Start Date: 09/30/2009

*b. End Date: 12/31/2009

18. Estimated Funding (\$):

| | |
|--------------------|-------------|
| *a. Federal | \$4,993,052 |
| *b. Applicant | |
| *c. State | |
| *d. Local | |
| *e. Other | |
| *f. Program Income | |
| *g. TOTAL | \$4,993,052 |

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Mr. *First Name: Alan

Middle Name: _____

*Last Name: Painter

Suffix: _____

*Title: Director, Human Services Department

*Telephone Number: (206) 386-1001

Fax Number: (206) 684-0146

* Email: alan.painter@seattle.gov

*Signature of Authorized Representative:

*Date Signed:

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***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

| Item | Entry: | Item | Entry: |
|------|--|------|--|
| 1. | Type of Submission: (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date. | 10. | Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application. |
| 2. | Type of Application: (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation – An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision – Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. <ul style="list-style-type: none"> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify) | 11. | Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable. |
| 3. | Date Received: Leave this field blank. This date will be assigned by the Federal agency. | 12. | Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement. |
| 4. | Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable. | 13. | Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable. |
| 5a. | Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any. | 14. | Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed. |
| 5b. | Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions. | 15. | Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project. |
| 6. | Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable. | 16. | Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5 th district, CA-012 for California 12 th district, NC-103 for North Carolina's 103 rd district. <ul style="list-style-type: none"> • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000. |
| 7. | State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable. | 17. | Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project. |
| 8. | Applicant Information: Enter the following in accordance with agency instructions: <ul style="list-style-type: none"> a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website. b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444. c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website. d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US). e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the | 18. | Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. |
| | | 19. | Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---------------------|--|----------------------|--|--------------------------------|--|--------------------------------|---------------|--------------------------|--|---------------------------------|-------------------|--------------------------------|---------------------------------|--|---|--|--|---|---|--|---------------------------------|------------------------------------|--------------------|--|--|
| | assistance activity, if applicable. | | State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State | | | | | | | | | | | | | | | | | | | | | | | | |
| | f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application. | 20. | Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet. | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions. | 21. | Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <tr> <td>A. State Government</td><td>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</td></tr> <tr> <td>B. County Government</td><td>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</td></tr> <tr> <td>C. City or Township Government</td><td>O. Private Institution of Higher Education</td></tr> <tr> <td>D. Special District Government</td><td>P. Individual</td></tr> <tr> <td>E. Regional Organization</td><td>Q. For-Profit Organization (Other than Small Business)</td></tr> <tr> <td>F. U.S. Territory or Possession</td><td>R. Small Business</td></tr> <tr> <td>G. Independent School District</td><td>S. Hispanic-serving Institution</td></tr> <tr> <td>H. Public/State Controlled Institution of Higher Education</td><td>T. Historically Black Colleges and Universities (HBCUs)</td></tr> <tr> <td>I. Indian/Native American Tribal Government (Federally Recognized)</td><td>U. Tribally Controlled Colleges and Universities (TCCUs)</td></tr> <tr> <td>J. Indian/Native American Tribal Government (Other than Federally Recognized)</td><td>V. Alaska Native and Native Hawaiian Serving Institutions</td></tr> <tr> <td>K. Indian/Native American Tribally Designated Organization</td><td>W. Non-domestic (non-US) Entity</td></tr> <tr> <td>L. Public/Indian Housing Authority</td><td>X. Other (specify)</td></tr> </table> | A. State Government | M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) | B. County Government | N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) | C. City or Township Government | O. Private Institution of Higher Education | D. Special District Government | P. Individual | E. Regional Organization | Q. For-Profit Organization (Other than Small Business) | F. U.S. Territory or Possession | R. Small Business | G. Independent School District | S. Hispanic-serving Institution | H. Public/State Controlled Institution of Higher Education | T. Historically Black Colleges and Universities (HBCUs) | I. Indian/Native American Tribal Government (Federally Recognized) | U. Tribally Controlled Colleges and Universities (TCCUs) | J. Indian/Native American Tribal Government (Other than Federally Recognized) | V. Alaska Native and Native Hawaiian Serving Institutions | K. Indian/Native American Tribally Designated Organization | W. Non-domestic (non-US) Entity | L. Public/Indian Housing Authority | X. Other (specify) | | |
| A. State Government | M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B. County Government | N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C. City or Township Government | O. Private Institution of Higher Education | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. Special District Government | P. Individual | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E. Regional Organization | Q. For-Profit Organization (Other than Small Business) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F. U.S. Territory or Possession | R. Small Business | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G. Independent School District | S. Hispanic-serving Institution | | | | | | | | | | | | | | | | | | | | | | | | | | |
| H. Public/State Controlled Institution of Higher Education | T. Historically Black Colleges and Universities (HBCUs) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I. Indian/Native American Tribal Government (Federally Recognized) | U. Tribally Controlled Colleges and Universities (TCCUs) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| J. Indian/Native American Tribal Government (Other than Federally Recognized) | V. Alaska Native and Native Hawaiian Serving Institutions | | | | | | | | | | | | | | | | | | | | | | | | | | |
| K. Indian/Native American Tribally Designated Organization | W. Non-domestic (non-US) Entity | | | | | | | | | | | | | | | | | | | | | | | | | | |
| L. Public/Indian Housing Authority | X. Other (specify) | | | | | | | | | | | | | | | | | | | | | | | | | | |